

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice PS-328**

**For:** State and County Offices

**APSS Software in County Release No. 420 for Recording**

**2nd Small Hog Operation Payment (SHOP-II) Program Overpayments and Underpayments**

**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A**

**Background**

County Release No. 413-S provided APSS software for processing SHOP-II payments. Automation instructions for processing SHOP-II payments were provided in Notice PS-321.

**B**

**Purpose**

County Release No. 420 provides APSS software for processing SHOP-II Program payment corrections for:

- overpayments
- underpayments.

This notice provides automation instructions for those processes.

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**Disposal Date**

May 1, 2000

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**Distribution**

State Offices; States Offices relay to County  
Offices

## Notice PS-328

### 2 Accessing SHOP Processing Menu PHA000

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A

#### Accessing

County Offices shall take the following actions to access Menu PHA000.

#### Menu PHA000

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"><li>• ENTER "13", "Price Support"</li><li>• PRESS "Enter".</li></ul>	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none"><li>• ENTER "10", "Perform Special Functions"</li><li>• PRESS "Enter".</li></ul>	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: <ul style="list-style-type: none"><li>• ENTER "1", "Perform Small Hog Operation Payment (SHOP) Processing Functions"</li><li>• PRESS "Enter".</li></ul>	Menu PHA000 will be displayed.

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## 2 Accessing SHOP Processing Menu PHA000 (Continued)

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### B

#### SHOP Processing Menu PHA000

This is an example of SHOP Processing Menu PHA000.

COMMAND	PHA000
SMALL HOG OPERATION PAYMENT - PROCESSING MENU	
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	1. Entering and Storing SHOP-II Application Data and Issuing Payment (New SHOP-II's)
*	2. Reserved
	3. Issuing Issuing SHOP-II Batch Payments (SHOP-I Payment Recipients Only)
	<b>4. Canceling SHOP-II Payables</b>
	<b>5. Recording SHOP-II Overpayments/Underpayments</b>
*	6. Reserved
	7. Print Stored SHOP Payment Data
	<b>8. Issue Canceled/Failed SHOP-II Payments</b>
	9. Flag Refused Payments (SHOP-II Batch Payments Only)
	21. Return To Application Selection Menu
	22. Return to Office Selection Menu
	23. Return to Primary Selection Menu
	24. Sign Off
Enter option and press the "Enter" key	
Cmd3=Previous Menu	

Installation of County Release No. 420 activates the following:

- option "4", "Canceling SHOP-II Payables", according to subparagraph 6 A
- option "5", "Recording SHOP-II Overpayments/Underpayments"
- option "8", "Issue Canceled/Failed SHOP-II Payments", according to subparagraph 6 B.

After SHOP-II payments have been issued, the user can use option 5 to change SHOP-II to:

- **add** or **delete** a producer for application, according to subparagraph 3 A
- **change** producer **shares** and set **refused payment** flag, according to subparagraph 3 B
- **decrease** number of head, according to paragraph 4
- **increase** number of head, according to paragraph 5.

**Important:** All changes will be applied to both SHOP-I and SHOP-II applications. The changes will be reflected on payments and receivables accordingly.

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### 3 Recording SHOP-II Overpayments/Underpayments

#### A

#### Adding and Deleting Producers

To **add and/or delete** producers to an application for SHOP payments that have been issued, ENTER “5”, “Recording SHOP-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PHA000. Screen PHA11000 will be displayed.

Follow this table to **add and/or delete a producer**.

Step	Action	Result
1	On Screen PHA11000: <ul style="list-style-type: none"> <li>enter the “SHOP-II Number” of the application for which the shares are to be changed</li> <li>PRESS “Enter”.</li> </ul>	Screen PHA11005 will be displayed.
2	On Screen PHA11005: <ul style="list-style-type: none"> <li>select the desired producer “Seq Num”</li> <li>PRESS “Enter”.</li> </ul>	Screen PHA11010 will be displayed.
3	On Screen PHA11010: <ul style="list-style-type: none"> <li>ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”</li> <li>PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>“Y”, Screen PHA10000 will be displayed and will show the original Calendar Year application</li> <li>“N”, Screen PHA11000 will be redisplayed. Go back to step 1.</li> </ul>
4	On Screen PHA10000: <ul style="list-style-type: none"> <li>ENTER, as applicable, “Y” or “N” to the question, “Does this SHOP-II Application have multiple producers?”</li> <li>PRESS “Enter”.</li> </ul>	If the answer is “Y”, Screen PHA12000 will be displayed to give the user the opportunity to <b>add or delete producers</b> .
5	On Screen PHA12000: <ul style="list-style-type: none"> <li>enter the last name or ID number for the producer who will share in the proceeds of this SHOP</li> <li>ENTER, as applicable, “Y” or “N” to the question, “Delete producers?”</li> <li>ENTER, as applicable, “Y” or “N” to the question, “Are there additional producers?”</li> </ul>	If the answer to “delete producers” is “Y”, the producer is deleted.  If the answer to “additional producers” is: <ul style="list-style-type: none"> <li>“Y”, Screen PHA12000 will be redisplayed</li> <li>“N”, Screen PHA12500 will be displayed to give the user the opportunity to change <b>shares and/or refused payment flag</b>.</li> </ul>

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### 3 Recording SHOP-II Overpayments/Underpayments (Continued)

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#### B

#### Changing Payment Shares

To change SHOP **shares** for payments that have been issued, ENTER “5”, “Recording SHOP-II Overpayments/Underpayments”, and follow the instructions in subparagraph A.

To change SHOP **shares**, on Screen PHA12500:

- enter each producer’s share in this SHOP as a whole percentage
- ENTER, as applicable, “N” or “Y” to indicate refused payment
- PRESS “Enter” to continue.

Screen PHA61000 will be displayed to give users the opportunity to change the number of head.

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### 4 Decreasing Number of Head and Creating a Receivable

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#### A

#### Decreasing SHOP Head and Creating a Receivable

To **decrease** SHOP number of head for payments that have been issued, ENTER “5”, “Recording SHOP-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PHA000 and continue processing as outlined in paragraph 3.

Follow this table to **decrease** SHOP head and create a **receivable**.

Step	Action	Result
1	On Screen PHA61000: <ul style="list-style-type: none"> <li>• enter name of hog operation from FSA-1042</li> <li>• enter for this SHOP number of: <ul style="list-style-type: none"> <li>• feeder pigs</li> <li>• slaughter hogs</li> </ul> </li> <li>• PRESS “Enter”.</li> </ul>	Screen PHA61005 will be displayed showing SHOP Payment Summaries.
2	On Screen PHA61005, PRESS “Enter” to correct this SHOP payment and print the revised SHOP Payment Statement.	Screen PHA97000 will be displayed with the message, “SHOP-II procedure to print forms and reports has started”, and will allow the user to enter the following: <ul style="list-style-type: none"> <li>• printer ID to be used</li> <li>• number of copies to print.</li> </ul>

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**4 Decreasing Number of Head and Creating a Receivable (Continued)**

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**A  
Decreasing  
SHOP Head and  
Creating a  
Receivable  
(Continued)**

Step	Action	Result
3	On Screen PHA97000, PRESS "Enter" to continue.	SHOP Payment Statement will be printed.  Screen PCE99910 will be displayed for SHOP-I and SHOP-II, as applicable, and will allow for reprinting payment statements.
4	On Screen PCE99910: <ul style="list-style-type: none"><li>• if payment statements print successfully, ENTER "N"</li><li>• PRESS "Enter".</li></ul>	Screen ANK55010 will be displayed with the following messages: <ul style="list-style-type: none"><li>• "You have requested a change in an amount less than the original payment amount. A receivable is being established for the difference."</li><li>• <b>"Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed. "</b></li></ul>
5	On Screen ANK55010, PRESS "Enter" to continue.	Screen AQK15201 will be displayed and show basis of debt correction code "10412".
6	On Screen AQK15201: <ul style="list-style-type: none"><li>• enter basis of debt text</li><li>• PRESS "Enter".</li></ul>	Screen AQKPRT01 will be displayed for initial notification letters and will allow users to enter the following: <ul style="list-style-type: none"><li>• printer ID to be used</li><li>• number of copies to print.</li></ul>
7	On Screen AQKPRT01, PRESS "Enter" to continue.	Initial Debt Notification Letter will be printed.  Screen AQK01401 will be displayed and will ask if the notification letter printed successfully.

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#### 4 Decreasing Number of Head and Creating a Receivable (Continued)

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**A**  
**Decreasing**  
**SHOP Head and**  
**Creating a**  
**Receivable**  
**(Continued)**

Step	Action	Result
8	When notification letters print successfully, on Screen AQK01401:  <ul style="list-style-type: none"> <li>ENTER "Y"</li> <li>PRESS "Enter".</li> </ul>	Screen AQKPRT01 will be redisplayed for receivable transaction verification reports and will allow users to enter the following:  <ul style="list-style-type: none"> <li>printer ID to be used</li> <li>number of copies to print.</li> </ul>
9	On Screen AQKPRT01, PRESS "Enter" to continue.	Receivable Establishment Verification Report will be printed.  Screen AQKCFM01 will be displayed and will ask if the report printed successfully.
10	When receivable reports print successfully, on Screen AQKCFM01:  <ul style="list-style-type: none"> <li>ENTER "Y"</li> <li>PRESS "Enter".</li> </ul>	Screen ABK53005 will be displayed for transaction statements and will allow users to enter the following:  <ul style="list-style-type: none"> <li>printer number to be used</li> <li>number of copies to print</li> <li>postal bar code information.</li> </ul>
11	On Screen ABK53005:  <ul style="list-style-type: none"> <li>make applicable entries</li> <li>PRESS "Enter".</li> </ul>	Producer Disbursement Statements will be printed.  Screen ABK53010 will be displayed and will ask if the transaction statements printed successfully.
12	When disbursement statements print successfully, on Screen ABK53010:  <ul style="list-style-type: none"> <li>ENTER "1"</li> <li>PRESS "Enter".</li> </ul>	Menu PHA000 will be displayed.

## 5 Increasing Number of Head and Disbursing Additional Funds

A

### Increasing SHOP Head and Disbursing Additional Funds

To **increase** SHOP number of head for payments that have been issued, ENTER “5”, “Recording SHOP-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PHA000 and continue processing as outlined in paragraph 3.

Follow this table to **increase** SHOP head and **disburse additional funds**.

Step	Action	Result
1	On Screen PHA61000: <ul style="list-style-type: none"> <li>enter name of hog operation from FSA-1042</li> <li>enter for this SHOP number of: <ul style="list-style-type: none"> <li>feeder pigs</li> <li>slaughter hogs</li> </ul> </li> <li>PRESS “Enter”.</li> </ul>	Screen PHA61005 will be displayed showing SHOP Payment Summaries.
2	On Screen PHA61005, PRESS “Enter” to correct this SHOP payment and print the revised SHOP Payment Statement.	Screen PHA97000 will be displayed with the message, “SHOP-II procedure to print forms and reports has started”, and will allow the user to enter the following: <ul style="list-style-type: none"> <li>printer ID to be used</li> <li>number of copies to print.</li> </ul>
3	On Screen PHA97000, PRESS “Enter” to continue.	SHOP Payment Statement will be printed.  Screen PCE99910 will be displayed for SHOP-I and SHOP-II, as applicable, and will allow for reprinting payment statements.
4	On Screen PCE99910: <ul style="list-style-type: none"> <li>if payment statements print successfully, ENTER “N”</li> <li>PRESS “Enter”.</li> </ul>	Screen ANK55020 will be displayed with the following messages: <ul style="list-style-type: none"> <li>“You have requested a change resulting in an additional payment.”</li> <li>“Press ENTER to begin payment processing.”</li> <li>“<b>Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed</b>”.</li> </ul>
5	On Screen ANK55020, PRESS “Enter”.	Payment processing will proceed according to NAM accounting flags set for direct deposit.

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**5 Increasing Number of Head and Disbursing Additional Funds (Continued)**

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**B**

**Processing**

**Payment by**

**CCC-184 or EFT**

If the payment is to be processed by:

- **CCC-184**, the following sequence of accounting screens will be displayed:
    - ANK00201, for print options
    - ANK40501, for total number of checks to be printed
    - ANK40510, for check alignment
    - ANK41092, for reprinting checks
  - **EFT**, only informational messages will be displayed with information about what accounting system is processing.
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## 6 Canceling SHOP-II Payables and Issuing Canceled/Failed SHOP-II Payments

### A

#### Canceling SHOP-II Payables

To cancel SHOP-II **payables** for SHOP-I and/or SHOP-II payments that have been issued, ENTER “4”, “Canceling SHOP-II Payables”, and PRESS “Enter” on Menu PHA000. Screen PHA11000 will be displayed.

Follow this table to **cancel SHOP-II payables**.

Step	Action	Result
1	On Screen PHA11000: <ul style="list-style-type: none"> <li>enter the “SHOP-II Number” of the application for which the shares are to be changed</li> <li>PRESS “Enter”.</li> </ul>	Screen PHA11005 will be displayed.
2	On Screen PHA11005: <ul style="list-style-type: none"> <li>select the desired producer “Seq Num”</li> <li>PRESS “Enter”.</li> </ul>	Screen PHA11010 will be displayed.
3	On Screen PHA11010: <ul style="list-style-type: none"> <li>ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”</li> <li>PRESS “Enter”.</li> </ul>	<p>If the answer is:</p> <ul style="list-style-type: none"> <li>“Y”, Screen PHA70000 will be displayed and will show the following original applications: <ul style="list-style-type: none"> <li>Payment Year</li> <li>Payment Date</li> <li>Payment Amount</li> </ul> </li> </ul> <p><b>Note:</b> The message, “<b>This process will cancel ALL payments (CCC-184 and EFT) issued to ALL producers on this SHOP application, including all original SHOP payments.</b>” will be displayed.</p> <ul style="list-style-type: none"> <li>“N”, Screen PHA11000 will be redisplayed. Go back to step 1.</li> </ul>
4	On Screen PHA70000: <ul style="list-style-type: none"> <li>ENTER, as applicable, “Y” or “N” to the question, “Do you wish to cancel this SHOP-II Application’s Payment?”</li> <li>PRESS “Enter”.</li> </ul>	Processing will continue as determined by Accounting according to the status and method of payment. After Accounting finishes processing, Menu PHA000 will be displayed. If “N” is displayed, Menu PHA000 will be displayed.

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## 6 Canceling SHOP-II Payables and Issuing Canceled/Failed SHOP-II Payments (Continued)

### B

#### Issuing Canceled/Failed SHOP-II Payments

To issue canceled/failed SHOP-II payments, ENTER “8”, “**Issue Canceled/Failed SHOP-II Payments**”, and PRESS “Enter” on Menu PHA000. Screen PHA11000 will be displayed.

Follow this table to re-issue SHOP-I and SHOP-II payments.

Step	Action	Result
1	On Screen PHA11000: <ul style="list-style-type: none"> <li>enter the “SHOP Number” of the application for which the shares are to be changed</li> <li>PRESS “Enter”.</li> </ul>	Screen PHA11005 will be displayed.
2	On Screen PHA11005: <ul style="list-style-type: none"> <li>select the desired producer “Seq Num”</li> <li>PRESS “Enter”.</li> </ul>	Screen PHA11010 will be displayed.
3	On Screen PHA11010: <ul style="list-style-type: none"> <li>ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”</li> <li>PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>“Y”, Screen PHA97000 will be displayed with the message, “SHOP-II procedure to print forms and reports has started”, and will allow the user to enter the following: <ul style="list-style-type: none"> <li>printer ID to be used</li> <li>number of copies to print</li> </ul> </li> <li>“N”, Screen PHA11000 will be redisplayed. Go back to step 1.</li> </ul>
4	On Screen PHA97000, PRESS “Enter” to continue.	SHOP Payment Statement will be printed.  Screen PCE99910 will be displayed and will allow for reprinting payment statements.
5	On Screen PCE99910: <ul style="list-style-type: none"> <li>if payment statements print successfully, ENTER “N”</li> <li>PRESS “Enter”.</li> </ul>	Processing will continue in Accounting and payments will be issued by CCC-184 or EFT as applicable. Menu PHA000 will be displayed.